



Ginnie Mae

e-Notification

Issuer and Document
Custodian

User Guide

Government National Mortgage Association

August 2006

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e-Notification Overview

Welcome to e-Notification

The e-Notification application provides a method for Ginnie Mae to communicate with issuers and/or document custodians. Ginnie Mae and its agents use e-Notification to provide electronic notices to issuers and/or document custodians. These notices appear in a mailbox within the e-Notification application. (Notices are not sent. They must be accessed in the e-Notification mailbox.)

Issuers and document custodians may register for e-Notification by filling out the e-Access User Registration Request (see the Ginnie Mae e-Access Introduction). Registered users can access e-Notification through the e-Access menu. e-Notification provides one mailbox for each issuer number and one mailbox for each document custodian number.

Using e-Notification, issuers and document custodians can:

- Read notices in their inbox
- Access content related to notices
- Read news and updates
- Sign up for “passive e-mails” to receive alerts by e-mail that a notice has been sent to their inbox. (An email alert is sent each time a new notice is sent.)

e-Notification is implemented in accordance with Ginnie Mae APM 06-03

This overview provides a brief introduction to all e-Notification features and functions.

Important Note: Some functions in e-Notification use pop-ups. If you use pop-up blocker software, modify it to allow pop-ups from the e-Access application.

e-Notification Log-In

To access e-Notification, first login to e-Access (www.ginniemae.gov/e-access) and then select e-Notification from the main menu.

e-Notification Navigation

Upon successful login, e-Notification displays the mailbox information. All navigation is done from this mailbox screen. Each e-Notification screen has three navigation areas:

- Issuer number navigation (left side of the screen, under the heading Issuer #)
- General functions (top right side of the screen, Guide and Logout)
- Major functions (top right side of the screen, News and Updates, Passive e-Mail and Inbox)

Issuer Number Navigation - Changing Issuer Numbers

User's access to issuer numbers is restricted to the issuer number or numbers entered on the approved User Registration Form. For issuers with only one Ginnie Mae issuer number there is no additional navigation. Issuers may only view notifications for their specific issuer number or numbers. If the user is approved to see multiple issuer numbers (i.e. the Ginnie Mae issuer has multiple issuer numbers) there will appear, on the left side of the screen, a list of issuer numbers that the issuer may access. The currently selected issuer number and its name are displayed, in bold blue, near the top middle of the screen. Click a different issuer number to change to that issuer number. The issuer number and name, now displayed, will be the issuer number you selected.

Ginnie Mae E-ACCESS E-NOTIFICATION

VERSION 1.0

GUIDE LOGOUT

News And Updates Passive e-Mail Inbox

8/1/2006

1421 - Mortgage Backed Security Issuer

** Click An Issuer Number to View Notifications **

Issuer #	Subject	Created	Read By	Date Read
0112	e-Notification User Training is Coming Soon!	07/31/06		
1401	New Document Custodian ID	07/31/06		
1403	July APM	07/25/06	Sherry	07/28/06
1421	SCRA Error Report	07/19/06	Sherry	07/25/06
1500	New MPM	07/19/06	Sherry	07/24/06
	SSCRA Reimbursement Policy Changes	07/18/06	Sherry	07/19/06
	SSCRA Eligibility Approved	07/18/06	Sherry	07/19/06
	Please Read Latest MPM	07/18/06	Sherry	07/18/06
	Latest APM News	07/18/06	Sherry	07/18/06
	Subject	Created	Read By	Date Read

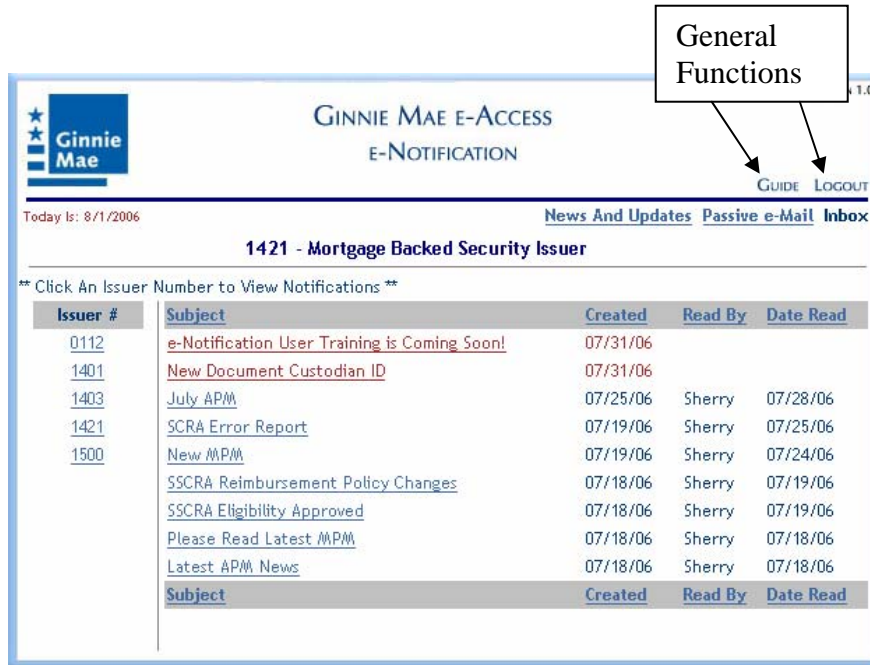
Currently selected issuer

Click another issuer number to switch to a different issuer.

General Functions

The general function navigation area is at the top right side of the screen. General functions available are:

- **Guide** – Click on this button to open the User Guide (this document).
- **Logout** – Click on this button to logout of e-Notification and return to the Ginnie Mae Web Site home page.
-



The screenshot shows the Ginnie Mae E-Access E-Notification interface. At the top left is the Ginnie Mae logo. The title 'GINNIE MAE E-ACCESS E-NOTIFICATION' is centered. On the right, there are links for 'GUIDE' and 'LOGOUT'. Below the title, there are links for 'News And Updates', 'Passive e-Mail', and 'Inbox'. The main content area is titled '1421 - Mortgage Backed Security Issuer'. Below this, there is a table of notifications. A box labeled 'General Functions' with arrows points to the 'GUIDE' and 'LOGOUT' links.

Today is: 8/1/2006

1421 - Mortgage Backed Security Issuer

** Click An Issuer Number to View Notifications **

Issuer #	Subject	Created	Read By	Date Read
0112	e-Notification User Training is Coming Soon!	07/31/06		
1401	New Document Custodian ID	07/31/06		
1403	July APM	07/25/06	Sherry	07/28/06
1421	SCRA Error Report	07/19/06	Sherry	07/25/06
1500	New MPM	07/19/06	Sherry	07/24/06
	SSCRA Reimbursement Policy Changes	07/18/06	Sherry	07/19/06
	SSCRA Eligibility Approved	07/18/06	Sherry	07/19/06
	Please Read Latest MPM	07/18/06	Sherry	07/18/06
	Latest APM News	07/18/06	Sherry	07/18/06
	Subject	Created	Read By	Date Read

Major Functions

The major function navigation area is at the upper right side of the screen, directly under the general function area. Major functions available are:

- **News and updates** – Read news and updates applicable to e-Notification users
- **Passive e-Mail** – Sign up to receive an alert each time a new notice arrives in your designated e-Notification mailbox.
- **Inbox** – View notifications sent to you by Ginnie Mae. (By default e-Notification initially opens to the inbox screen at login. The Inbox function is used to return to the inbox from other functions.)

The screenshot shows the Ginnie Mae E-Access E-Notification interface. At the top left is the Ginnie Mae logo. The title 'GINNIE MAE E-ACCESS E-NOTIFICATION' is centered. Below the title, the date 'Today Is: 8/1/2006' is displayed. The top navigation bar includes links for 'News And Updates', 'Passive e-Mail', and 'Inbox'. A box labeled 'Major Functions' points to these three links. Below the navigation bar, the section '1421 - Mortgage Backed Security Issuer' is displayed. A note reads: '** Click An Issuer Number to View Notifications **'. Below this note is a table with columns: 'Issuer #', 'Subject', 'Created', 'Read By', and 'Date Read'.

Issuer #	Subject	Created	Read By	Date Read
0112	e-Notification User Training is Coming Soon!	07/31/06		
1401	New Document Custodian ID	07/31/06		
1403	July APM	07/25/06	Sherry	07/28/06
1421	SCRA Error Report	07/19/06	Sherry	07/25/06
1500	New MPM	07/19/06	Sherry	07/24/06
	SSCRA Reimbursement Policy Changes	07/18/06	Sherry	07/19/06
	SSCRA Eligibility Approved	07/18/06	Sherry	07/19/06
	Please Read Latest MPM	07/18/06	Sherry	07/18/06
	Latest APM News	07/18/06	Sherry	07/18/06
Subject	Created	Read By	Date Read	

The following sections describe the major functions of e-Notification.

Inbox

The Inbox is the first page that is displayed after login to e-Notification. The main view of this page contains links to every notice received in the last 30 days.

- New notices appear in **red**.
- Notices already read (accessed) are **blue**, and show the name of the person who read (accessed) the notice (based on their e-Access login ID) and the date it was read.

On this screen each notice is one line. Each notice has a Read By and a Date Read. For a new notice these two fields are blank. However, the system stores the user information related to the first time the notice is read. Even if the notice is read later by other users it will always display the name of the first user that read the notice and the date they first read it. Ginnie Mae considers this to be the official “read or not read” information about the notice. Notices not read in 5 days are automatically reported to the applicable Ginnie Mae account executive.

Red indicates the notice has not been read.

Blue indicates the notice has been read.

Name of the user who first read (accessed) the notice and the date the notice was read (accessed).

Issuer #	Subject	Created	Read By	Date Read
0112	e-Notification User Training is Coming Soon!	07/31/06		
1401	New Document Custodian ID	07/31/06		
1403	July APM	07/25/06	Sherry	07/28/06
1	SCRA Error Report	07/19/06	Sherry	07/25/06
0	New MPM	07/19/06	Sherry	07/24/06
	SSCRA Reimbursement Policy Changes	07/18/06	Sherry	07/19/06
	SSCRA Eligibility Approved			
	Please Read Latest MPM			
	Latest APM News			
	Subject			

By default, the notices are sorted by their creation date, with the most recent date on top. Notices may be sorted on these column headers, Subject, Read By, or Date Read, by clicking that header. Clicking the same header reverses the sort order.

Click here to sort the list by subject.

By default, the list is sorted by Created date with the most recent on top. Click here to reverse the order.

Click here to sort the list by the names of who read the notices.

Click here to sort the list by the date read.

1421 - Mortgage Backed Security Issuer

** Click An Issuer Number to View Notifications **

Issuer #	Subject	Created	Read By	Date Read
0112	e-Notification User Training is Coming Soon!	07/31/06		
1401	New Document Custodian ID	07/31/06		
1403	July APM	07/25/06	Sherry	07/28/06
1421	SCRA Error Report	07/19/06	Sherry	07/25/06
1500	New MPM	07/19/06	Sherry	07/24/06
	SSCRA Reimbursement Policy Changes	07/18/06	Sherry	07/19/06
	SSCRA Eligibility Approved	07/18/06	Sherry	07/19/06
	Please Read Latest MPM	07/18/06	Sherry	07/18/06
	Latest APM News	07/18/06	Sherry	07/18/06
	Subject	Created	Read By	Date Read

If you need to view a notice that is more than 30 days old, please contact the Ginnie Mae Help Line at 1-888-446-6434, option 3.

To read a notice, click on the notice's link.

GINNIE MAE E-ACCESS
E-NOTIFICATION

Today Is: 8/1/2006

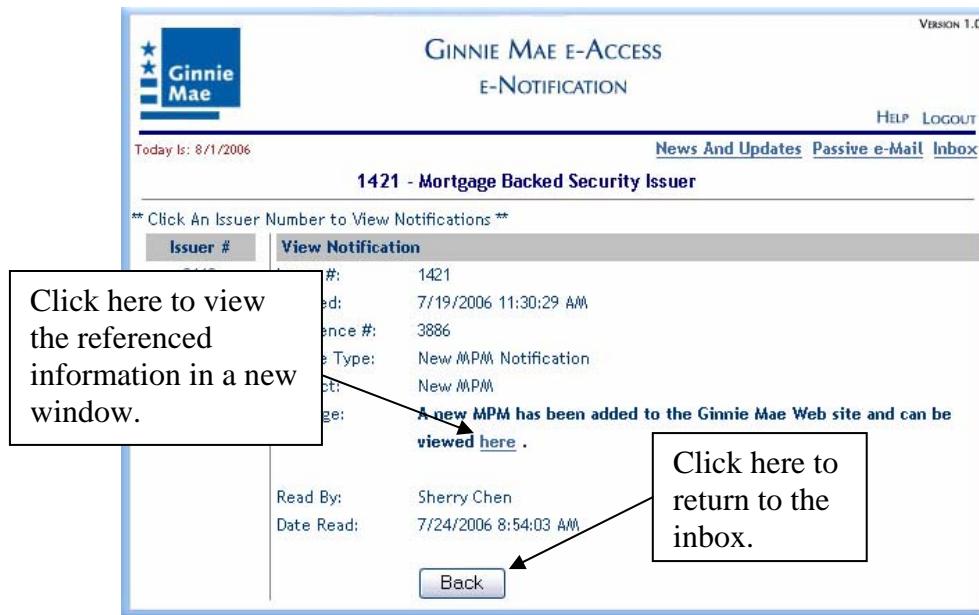
[News And Updates](#) [Passive e-Mail](#) [Inbox](#)

1421 - Mortgage Backed Security Issuer

** Click An Issuer Number to View Notifications **

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1403	July APM	07/25/06	Sherry	07/28/06
1421	SCRA Error Report	07/19/06	Sherry	07/25/06
1500	New MPM	07/19/06	Sherry	07/24/06
	SSCRA Reimbursement Policy Changes	07/18/06	Sherry	07/19/06
	SSCRA Eligibility Approved	07/18/06	Sherry	07/19/06
	Please Read Latest MPM	07/18/06	Sherry	07/18/06
	Latest APM News	07/18/06	Sherry	07/18/06
	Subject	Created	Read By	Date Read

Click here to read this notice.

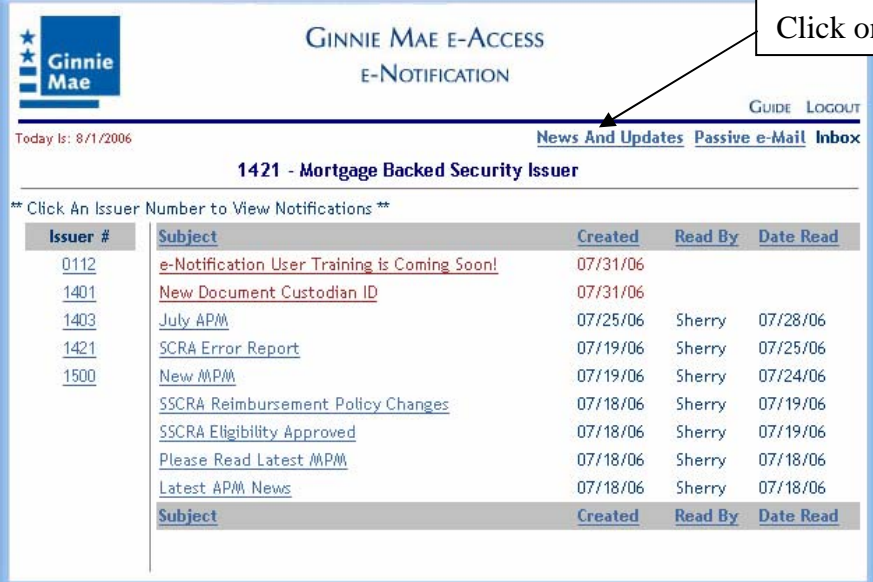


The notice may contain a link to a page on the Ginnie Mae web site, or to another document. Clicking on the link opens a new window containing the referenced information. Close or minimize the new window to view e-Notification again. Click on the Back button to return to the notices inbox.

To print or save screens, use the browser's Print or Save As functions.

News and Updates

Click News And Updates to view announcements concerning e-Notification.



GINNIE MAE E-ACCESS
E-NOTIFICATION

GUIDE LOGOUT

Today Is: 8/1/2006

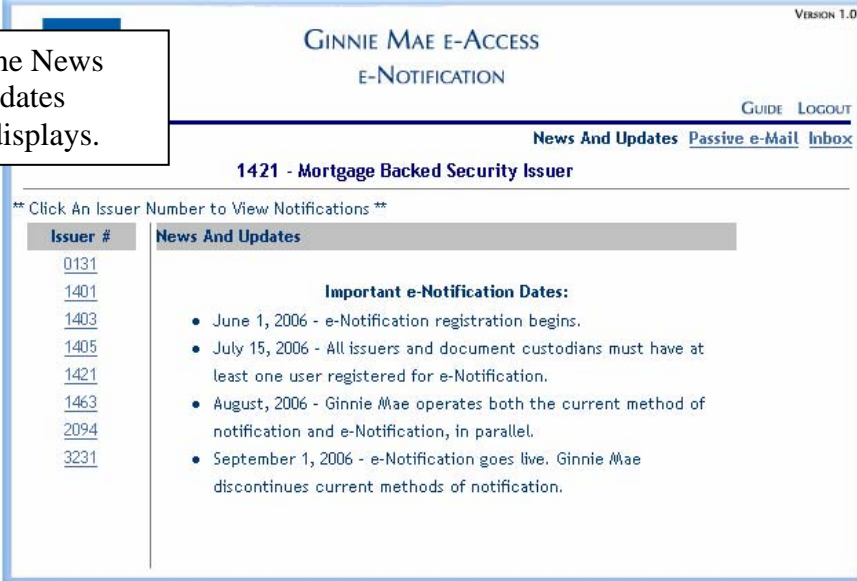
[News And Updates](#) [Passive e-Mail](#) [Inbox](#)

1421 - Mortgage Backed Security Issuer

** Click An Issuer Number to View Notifications **

Issuer #	Subject	Created	Read By	Date Read
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	SSCRA Eligibility Approved	07/18/06	Sherry	07/19/06
	Please Read Latest MPM	07/18/06	Sherry	07/18/06
	Latest APM News	07/18/06	Sherry	07/18/06
Subject	Created	Read By	Date Read	

...and the News
And Updates
screen displays.



GINNIE MAE E-ACCESS
E-NOTIFICATION

VERSION 1.0

GUIDE LOGOUT

[News And Updates](#) [Passive e-Mail](#) [Inbox](#)

1421 - Mortgage Backed Security Issuer

** Click An Issuer Number to View Notifications **

Issuer #	News And Updates
0131	
1401	
1403	
1405	
1421	
1463	
2094	
3231	

Important e-Notification Dates:

- June 1, 2006 - e-Notification registration begins.
- July 15, 2006 - All issuers and document custodians must have at least one user registered for e-Notification.
- August, 2006 - Ginnie Mae operates both the current method of notification and e-Notification, in parallel.
- September 1, 2006 - e-Notification goes live. Ginnie Mae discontinues current methods of notification.

Click the Inbox link to go back to the Inbox.

Passive e-Mail

Per APM 06-03 issuers and document custodians are responsible for checking their e-Notification mailbox. Passive e-Mail is an option that can be used to automatically receive an e-mail alert, at a designated e-mail address, whenever a new notice arrives in your e-Notification Inbox. The e-mail will not contain the notice itself, however, it will contain a link to e-Access where the notification can be viewed within e-Notification. Issuers may change the e-mail address receiving the alerts or cancel the passive e-mail service at any time.

This function allows one e-mail address to be associated with the issuer number or the document custodian number.

GINNIE MAE E-ACCESS
E-NOTIFICATION

Today is: 8/1/2006

News And Updates **Passive e-Mail** Inbox

1421 - Mortgage Backed Security Issuer

** Click An Issuer Number to View Notifications **

Issuer #	Subject	Created	Read By	Date Read
0112	e-Notification User Training is Coming Soon!	07/31/06		
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	SSCRA Reimbursement Policy Changes	07/18/06	Sherry	07/19/06
	SSCRA Eligibility Approved	07/18/06	Sherry	07/19/06
	Please Read Latest MPM	07/18/06	Sherry	07/18/06
	APM News	07/18/06	Sherry	07/18/06

Click on the link...

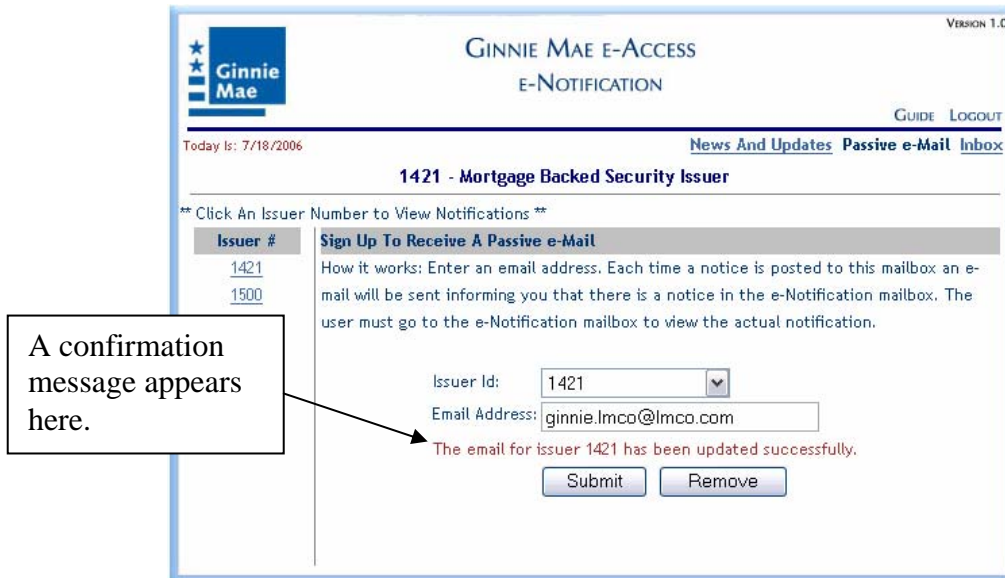
...and the Passive e-Mail form displays.

The Passive e-Mail form can be used to:

- Sign up for Passive e-Mail
- Change the e-mail address
- Cancel Passive e-Mail

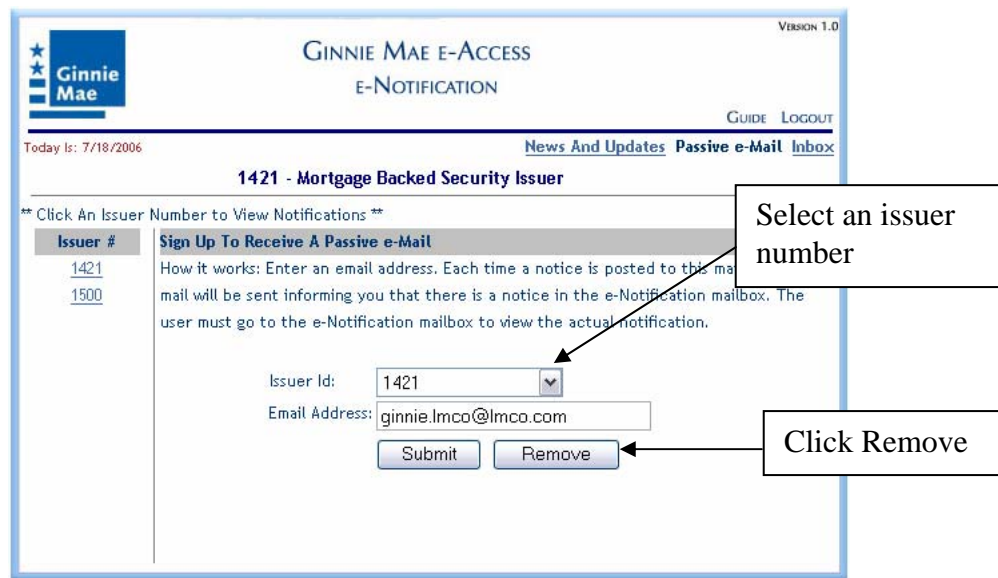
Click the Inbox link to go back to the Inbox.

To **sign-up** for Passive e-Mail, select the issuer that is requesting to receive e-mail alerts, enter the e-mail address to receive the alerts, and then click Submit.



To **change** the email address where the alerts are to be sent, repeat the sign-up process.

To **cancel** the Passive e-Mail service, select the appropriate issuer number and click Remove.



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Ginnie Mae

GINNIE MAE E-ACCESS
E-NOTIFICATION

VERSION 1.0

GUIDE

LOGOUT

Today Is: 7/18/2006

News And Updates

Passive e-Mail

Inbox

1421 - Mortgage Backed Security Issuer

** Click An Issuer Number to View Notifications **

Issuer #

1421

1500

Sign Up To Receive A Passive e-Mail

How it works: Enter an email address. Each time a notice is posted to this mailbox an e-mail will be sent informing you that there is a notice in the e-Notification mailbox. The user must go to the e-Notification mailbox to view the actual notification.

Issuer Id:

1421

Email Address:

The email for issuer 1421 has been removed.

Submit

Remove

A confirmation message appears here.